



# Business, Administration, Accounting, Travel and Tourism

Prospectus | Career Guide



**We're here to help you  
get to where you want to be.  
We'll inspire you, increase your  
opportunities and raise  
your ambitions so you're ready  
to take the next step.  
Start here, go anywhere**

**together**

**we are Ayrshire College**



# Accessibility

Ayrshire College is fully committed to challenging discrimination, advancing equality of opportunity, promoting inclusion and celebrating the diversity of all of its students, staff, visitors and partners.

To request a copy of this information in another format please contact us:

Tel. 0300 303 0303

Email. [marketing@ayrshire.ac.uk](mailto:marketing@ayrshire.ac.uk)



[www.ayrshire.ac.uk](http://www.ayrshire.ac.uk)

Ayrshire College is a registered Scottish charity. Reg No SC021177

## #weareAyrshireCollege



# Why choose College?

Help with first steps towards your career

Change your career

Access further study at University

Start an apprenticeship

Help to start your own business

Study locally

Excellent facilities

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“ Sometimes the smallest step in the right direction ends up being the biggest step of your life. ”

# Build your future at Ayrshire College

Our campuses offer modern facilities with exciting learning spaces, to help you learn in a way that suits you. There are social spaces on each campus, including refectories and coffee shops, where you can relax and catch up with friends.



**Modern Learning  
Resource Centres**

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**Coffee Shops  
and Refectories**

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**Training  
Restaurants**

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**Training Hair and  
Beauty Salons**

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**Motor Vehicle  
Garage**

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**Gym and  
Multi-Sport Pitches**

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**Horticulture  
Centre**

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**Aeronautical and  
Engineering Centre**

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**Science Labs**

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**Construction and  
Trades Centre**

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**Training Hospital  
Ward**

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**Training Nursery**

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**Recording  
Studio**

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**Photography and  
Broadcasting Studio**

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**Good business, administration and accounting skills are needed in every type of industry and for all sizes of business - from small local firms to large multinationals, or public sector organisations such as the NHS and local councils.**

Our Business, Administration and Accounting courses will give you the right skills and knowledge to prepare you for a wide range of exciting careers - they're relevant, practical and up to date with what businesses are looking for from new employees.

Our Travel and Tourism courses will provide you with the skills and knowledge to work and travel internationally, within the UK or Scotland as well as within Ayrshire.

There's a wide variety of roles and if you have a good work ethic and a desire to provide excellent customer service, or you've got aspirations to work in a business, administration and accounting role, then our courses are a great place to start.

The career opportunities are endless,  
so what are you waiting for?

**#weareAyrshireCollege**

# Careers

- HR Assistant
- Business Advisor
- Marketing Assistant
- Customer Services Officer
- Local Government Bookkeeper
- Accountant
- Payroll Assistant
- Public Relations Officer
- Office Manager
- Business Analyst
- Financial Advisor Banking
- Business Start-up
- Hotel Concierge
- Overseas Resort Rep
- Tour Operations Manager
- Travel Agent
- Tour Guide



# #weare AyrshireCollege

Every organisation benefits from people who have skills in business, administration and accounting. Develop your existing skills, introduce yourself to new ones and be fully prepared and ready to start your exciting career.

With our travel and tourism courses, the world is your oyster. You could become a travel agent, tour operations manager, or even work on a cruise ship. There are so many options if you decide on this career path.



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# Did you know?

You'll work in an enjoyable, vibrant and rapidly expanding industry with varied employment opportunities.

**If you've got a real desire for a management role, then our courses could set you up for a fantastic career.**

**Ayrshire College will take into account your qualifications and life experience to place you on a course that's right for you.**

**Our industry-experienced staff are there to help inspire and support you to fulfil your potential.**

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# Is a career in Business, Administration or Accounting right for you?

A career in this sector could be right for you if:

**You are a hands-on person who loves a challenge and likes to problem solve**

**You are a team player**

**You like to work in a collaborative environment**

**You understand the importance of delivering great customer service**

**You are a people person! You like to talk, discuss, debate and negotiate. "People buy people" so if you are good at interacting with people and enjoy the experience you will get the most out of a business course**

**You want to be self-employed - our courses can help you achieve the knowledge and skills you will need to manage your own business**

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# Is a career in Travel and Tourism right for you?

Think about a career in Travel and Tourism if:

**You want to work in a fast-moving, dynamic industry and work as part of a team**

**You want to make people's day! Travel and tourism is all about people**

**You are creative. Travel and tourism calls for creative people! You're creating a product - be that food, drink or an experience - there's always scope to dream up new ways of making it more enjoyable for customers**

**You want a varied job. No two days are the same: working in this industry means you can enjoy a wide range of opportunities**

**You want to fast-track your career: this industry provides development opportunities and there's potential to move up the career ladder very quickly**

**“ I have always loved travelling and the course is an ideal way to learn more about the Travel and Tourism industry and how it operates. I completed HNC level before moving on to HND, and it's great fun! It helps that all the lecturers are friendly and supportive.”**

**Heather Rae,  
Travel and Tourism student**

# Be inspired...

Our students are doing great things.  
Click on their bios to learn more...



>  
Fiona had been away from learning for a while and found that the Access course was a good stepping stone to get back into learning.  
[Click here to read Fiona's story on our blog](#)



HNC Business Management student, Aaron Gregory received a £5,000 grant from the Ayrshire College Foundation to help him start his business.  
[Click here to read Aaron's story on our blog](#)



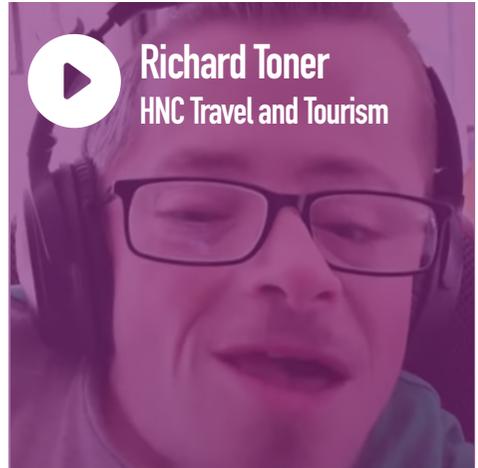
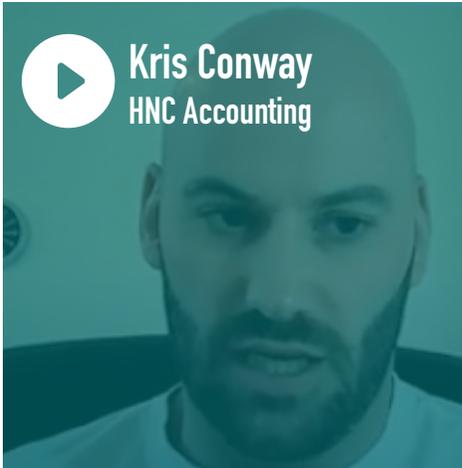
Meet Paul Harvey who after 15 years as a chef, decided to change his career and re-train.  
[Click here to read Paul's story on our blog](#)



Former Ayrshire College student, Frank Gormanly, empowers individuals and businesses to be **Forever Great** through his Ayrshire-based marketing consultancy

# #weareAyrshireCollege

Coming to Ayrshire College **can change your life.**  
Don't just take our word for it, click on the links below  
to watch our student vlogs...



**“ I would say to anybody looking to change career or learn something different, don't be scared and take that chance - more so if you're a mature student. Step out of your comfort zone and you'll be surprised what you can achieve. ”**

**“ College helped me a lot. It changed me. I was anxious at first, but lecturers, staff and fellow students gave me the opportunity to be myself. I've always been treated with equal respect and my confidence has grown. ”**

join us on social:       

We searched tons of job adverts and here are the top five transferable skills we see mentioned for people working in this industry.

Don't worry if you don't already have these skills. We work on gaining or improving transferable skills\* in college.

\*Transferable skills – skills that can be applied to lots of jobs. These are skills you learn at school, college or jobs you have done in the past.

# What are employers looking for?

## **Superb communication and interpersonal skills**

so you can get along well with people and transmit ideas and information

## **Creativity**

to problem solve and come up with innovative ideas

## **Excellent organisational skills**

and good at planning and prioritising

## **An excellent customer service attitude**

willing to go out of your way to give customers a superior service

## **Able to work as part of a team**

and work under pressure with excellent communication skills

“ Every business needs someone who understands numbers. Being qualified in business, administration and accountancy gives you the potential to work in any industry in the world. My career as a Chartered Accountant has been an exciting one, allowing me to build an amazing work-life balance.” ”

Katherine Hume,  
Finance Director, Utopia Computers



**Enterprising  
Students**

# Could you be one of our **Enterprising Students?**



The Ayrshire College Foundation provides funding of grants up to £5,000 for students of Ayrshire College who are interested in developing ideas to start up their own business.

To help us inspire more students to be enterprising, we are working in partnership with Bridge 2 Business to support idea development.

You could join the many students we have supported so far, including former HNC Business Management student, Aaron Gregory, who received a grant for £5000 from the Ayrshire College Foundation to help him start up his own business.

**Click here**  
to visit our  
blog



Visit our Entrepreneurs Blog to learn more.



**“ I am in a really happy place right now and just embracing all the opportunities I have had at college. It has given me confidence to know that I can do this and that any barriers I face can be overcome. ”**

**Aaron Gregory,**  
Former Business Management student

# Interested?

If you've got aspirations for a career in business, administration or accounting, then our courses are all about developing your interpersonal skills so that you feel more confident dealing with people in the workplace.

You will learn how to use the most up to date Microsoft packages. If you have great ICT skills you will be immediately effective in the workplace.

Every type of business and organisation needs people with these skills to help it run efficiently. Invest in some good business, administration and accounting skills now, and you could have a great future ahead!



**Travel and tourism is an exciting career path full of possibilities. The world can literally be your oyster, with opportunities for you to work internationally and to develop a career that allows you to travel to different parts of the world as well as within the UK and Scotland.**

Those who work in travel and tourism have a crucial part to play, ensuring that visitors have a fantastic experience and go home to spread the word. If you're a strong communicator and willing to work hard to brighten your customers' days, then this industry could be for you. And, best of all, with hard work and focus, you can carve out an impressive career for yourself in tourism.

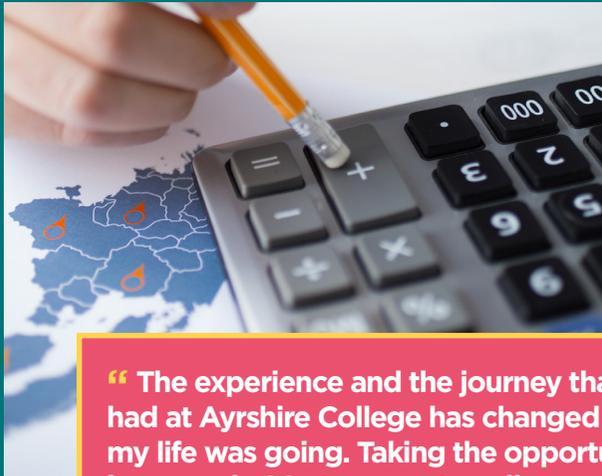
**What are you waiting for?**



# Start here...

What are you waiting for? Our Business, Administration, Accounting, Travel and Tourism courses provide the opportunity to work in an enjoyable and varied sector with fantastic employment opportunities.

We have over 17 courses available in Business, Administration, Accounting, Travel and Tourism. Find out more about them [here](#)



**“ The experience and the journey that I had at Ayrshire College has changed where my life was going. Taking the opportunity in my early 20s to come to college meant that as well as getting an education, I got lasting friendships and great networks with lecturers and businesses. ”**

**Frank Gormanley,**  
founder of the Ayrshire-based marketing and business consultancy, Forever Great

## Courses available in:

- Accounting
- Administration and IT
- Business
- Financial Services
- Travel and Tourism

**Click here**  
to see all  
courses



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# Go anywhere...

On successful completion of your Business, Administration or Accounting course you can follow an academic path to more advanced level courses at Ayrshire College, or you could move onto a degree course at university, via our articulation arrangements, such as BA Human Resource Management at the University of the West of Scotland (direct entry to Year 3).

Our HND Accounting can lead to exemptions from exams with professional accounting bodies and is an industry-accepted award.

There are good job opportunities across a range of sectors such as digital marketing, sales, customer service, HR, accounting, ICT and administration, or you could even start up your own business. We have an enterprise advisor on campus who can help you create a business plan.

After successful completion of an HNC or HND Travel and Tourism course there are a number of possible options. You can follow an academic path to more advanced level courses at Ayrshire College, or you could move onto BA (Hons) International Business and Tourism Management at Glasgow Caledonian University or BA Rural Business Management at Scotland's Rural College.

Please check with each university for their articulation requirements prior to your UCAS application. Entry is subject to availability of places and meeting entry requirements, other options may also be available.



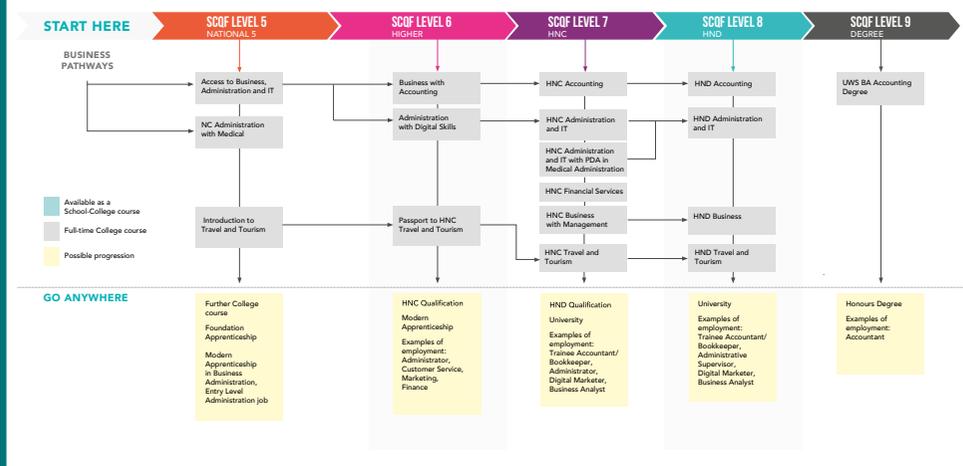
# What path will you take?

Our course pathway maps will help you understand the various routes you can take to help you achieve the qualifications you need.

Zoom in to view



## Business, Administration, Accounting, Travel and Tourism pathways



## Still unsure?

Contact our Student Services team and speak to one of our advisors who will be happy to help you.

You can book an appointment to see the Advisor for your curriculum area either in person, over the phone or by email:

[studentservices@ayrshire.ac.uk](mailto:studentservices@ayrshire.ac.uk)

Tel no. 01294 555 333



# Go for it!

You're just two steps away from starting your career in Business, Administration, Accounting, Travel and Tourism...

## Step 1...

**Click here** to see our full list of courses at [www.ayrshire.ac.uk](http://www.ayrshire.ac.uk)

## Step 2...



**Apply online now** or download our Application Guide **here**

Full-time courses start in January and August. Apply as soon as you can because our courses fill up quickly!



[#choosecollege](https://www.instagram.com/choosecollege)

